



Courage in Wisdom | Hope in Love

Job Description

Title:	Finance Officer
Reports to:	Senior accountant
EBA/Award:	South Coast Baptist College Operational Staff Agreement 2024
FTE:	FTE 0.6-0.8
Employment Type:	Part-time/ Contract

Position Summary

South Coast Baptist College are seeking a motivated and detail-oriented Finance Officer to be a vital part of our dynamic finance team. This is an incredible opportunity for someone looking to develop their skills and grow within a thriving organization. The successful candidate will enjoy a permanent role, working 3-4 days per week with flexibility to support a balanced work-life schedule.

Job Description

As a Finance Officer, you will play a key role in ensuring the accuracy and efficiency of our financial operations. Your responsibilities will include:

- Processing invoices to schedule a weekly Accounts Payable (AP) run.
- Managing supplier accounts to ensure timely and accurate payments.
- Verifying and processing staff reimbursements.
- Conducting bank and credit card reconciliations.
- Responding to budget inquiries from budget holders and departments.
- Recording draft entries in a fixed asset register.
- Providing support to accounts receivable when needed.
- Performing other ad hoc finance tasks as required.

Selection Criteria

We are searching for an enthusiastic professional with the following skills and experience:

- Proven experience in a finance or accounts role, with a strong grasp of accounting principles.
- High proficiency in accounting/finance software.
- Strong Microsoft Office skills, particularly in Excel.
- A keen eye for detail and the ability to produce accurate, timely financial records and reports.
- Excellent organizational, prioritization, and analytical skills.
- Strong decision-making and problem-solving abilities.
- The capacity to work under pressure and meet deadlines.
- Outstanding written and verbal communication skills.
- A team player with a commitment to professional and ethical standards.

Preferred Qualifications:



- AQF Level 7/Bachelor's degree in a relevant field (preferred but not essential).

General Requirements

- To have a personal faith and commitment to the Lord Jesus Christ.
- To attend Church on a regular basis and model Christian beliefs, behaviour and practices.
- To accept the College's Statement of Faith.
- Build co-operative and supportive relationships with the board, principal, staff, students and parents.
- Work to ensure personal best practice.
- Ensure that decision making is based on fact and is impartial and fair.
- Model the use of appropriate and proper channels of communication.
- Always act in the best interest of the College and its ethos.
- Working With Children Card.
- Contribute to a safe and healthy workplace by:
 - Following OH&S instructions and policies
 - Reporting accidents and hazards
 - Generally caring for own safety and that of others, including volunteers, students, and parents.
 - First Aid certificate is desirable.

Other Matters

Note: This job description is comprehensive but not exhaustive, and duties may be varied at the discretion of the college in consultation with this role.

Position Held By:	
Signed:	
Date:	